



## SUBMITTAL PACKAGE INSTRUCTIONS FOR APPROVAL OF DECOMMISSIONING WATER AND/OR WASTEWATER TREATMENT/REUSE FACILITIES

An *Approval Of Decommissioning* (AOD) certificate must be obtained from the Maricopa County Environmental Services Department (MCESD) once decommissioning work on a project is completed.

This submittal package instruction sheet is to be used to apply for an AOD for the following types of projects:

- Water Treatment Facilities
- Wastewater Treatment Facilities
- Non-Hazardous Liquid Waste Facilities
- Well Head Treatment Systems
- Recharge/Recovery Facilities
- Reclaimed Water Reuse Systems
- Disposal System/Wetlands
- Odor Control Systems/Facilities
- Related Treatment Facility Components

### A. SUBMITTAL PACKAGE:

Each project to be reviewed and approved by the MCESD for AOD must be submitted with a transmittal letter, an application, a check for any additional review fee and the relevant documentation.

Multiple projects cannot be submitted on a single application. However, a project may have multiple components bundled into a single project. For example, a reclaimed water project may include a recharge basin, recovery well, storage tank, and booster pump station components.

#### 1. Submittal Package Check List:

- ☐ Transmittal Letter
- ☐ Check for Additional Review Fee (normally not required)
- ☐ Application for Approval Of Decommissioning of Water and/or Wastewater Treatment/Reuse Facilities
- ☐ Documentation (\*must be signed and stamped by a Professional Engineer):
  - Engineer's Certificate of Completion\*
  - Engineering Design Report\*
  - 'As-Built' Design Drawings\*
  - Technical Specifications\*
  - Engineering Calculations\*
  - Operations and Maintenance Manual\*
  - Reports and Studies
  - Other Documentation

If not previously submitted to the MCESD, an *Engineer's Certificate of Completion* must be included in the project submittal package.

The 'As-Built' Design Drawings must be a full-size set of drawings to satisfy public record requirements. All other documentation should be submitted in a binder and be 8-1/2" x 11" letter size sheets.

Normally only one copy of the documentation is required for the public record.

#### 2. Submission and Contact Information:

Send the submittal package to:

Maricopa County Environmental Services Department  
Water and Wastewater Treatment Program  
1001 North Central Avenue, Suite 150  
Phoenix, AZ 85004-1940

If you have any questions please contact the MCESD at the following telephone, fax or e-mail address:

Telephone: (602) 506-6666  
Facsimile: (602) 506-6925  
E-Mail: [maricopa@maricopa.gov](mailto:maricopa@maricopa.gov)



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### B. FEES

The fee paid to obtain the *Approval To Decommission* certificate usually covers the cost of obtaining the *Approval Of Decommissioning* certificate for the project. However, an additional amount may be due if the cost of the number of manhours expended on the project exceeds the amount covered by the original fee. Please contact a Water and Wastewater Treatment Program staff member to determine if any outstanding amount is due for the project.

### C. APPLICATION FORM INSTRUCTIONS:

Each section of the application form should be filled out per the following instructions:

#### 1. Project Information:

- a) **Project Name** – The project name must be the same as that appearing on the engineering documentation.
- b) **Project Description** – The project description should identify the capacity, type and quantity of equipment and other relevant details about the project. For treatment facility projects identify the treatment process(es) being employed at the plant.
- c) **Project Components** – Check the box(es) identifying the applicable components for the project.
- d) **Required Permits** – Check each box where closure of a permit is required for the project.

#### 2. System Information:

- a) **System Type** – Check the box identifying the applicable type of system.
- b) **System Name** – For water systems provide the Public Water System (PWS) name. For wastewater and reclaimed water systems provide the name of the Wastewater Treatment Facility (WWTF).
- c) **System ID Number** – The PWS (04-07-####) or WWTF (04-37-####) identification number.
- d) **Owner's Name / Contact Person** – Provide the name of the owner and the contact person for the system.

#### 3. Site Information:

Provide the name of the city or town in closest proximity to the project site, the township, range and section information of the parcel on which the project site is located and the physical address of the project site. The parcel information may be obtained from the Maricopa County Assessor's office.

#### 4. Documents Submitted with this Application:

Check the box(es) identifying each type of document submitted.

#### 5. Engineer of Project:

Provide the architect/engineering firm name, contact person's name and contact information. The architect/engineering firm must be registered with the Arizona State Board of Technical Registration to submit a project to the MCESD. The architect/engineer in responsible charge of the project must be registered in the State of Arizona if the value of the project is greater than \$12,500.

#### 6. Owner of Project:

Provide the owner's name, contact person's name and contact information.

#### 7. Person Authorizing Project:

The name, job title/affiliation, signature, and date information for the person authorizing this project. The person authorizing the project must be a person with fiduciary responsibilities associated with the owner of the project.